



PR/110782 | Executive - Accounts

募集職種

人材紹介会社

ジェイエイシーリクルートメントインド

求人ID

1614192

業種

その他（メーカー）

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2026年09月22日 10:32

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Roles and responsibilities:-

- Operate and maintain accounting transactions through ERP systems, ensuring accuracy and timely data entry.
- Manage Accounts Payable activities, including verification, booking, and scrutiny of vendor invoices, vouchers, and payment-related documents.
- Handle Accounts Receivable functions, including monitoring customer outstanding balances, receivables reconciliation, and collection follow-ups.
- Assist in monthly, quarterly, and annual financial closing activities by ensuring timely recording and reconciliation of financial transactions.
- Support account reconciliations, ledger scrutiny, and preparation of financial reports as required by management.

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会社説明